



Planning & Zoning Commission of the City of Farmers Branch
Application for Specific Use Permit

Address of Affected Site: [] Case No.: _____

Applicant Information:

Name of Applicant: _____ Phone: _____
Address of Applicant: _____ Fax: _____
_____ Zip: _____

Owner Information:

Name of Owner: _____ Phone: _____
Address of Owner: _____ Fax: _____
(If different than applicant) _____ Zip: _____

Legal Description (check one):

_____ Complete metes & bounds legal description attached.
_____ Recorded subdivision legal description with a copy of plat map attached.
Lot Number(s): _____ Block(s): _____ Acres: _____
Subdivision: _____

Zoning:

Current zoning: _____ District

Land Use Statement:

Existing Use of the Subject Site: _____

Existing Improvements on the Site: _____

Detailed Description of the Proposed Use: _____

Deed Restrictions:

Are there deed restrictions, which would prevent this property from being used in the manner herein proposed? If so, explain and attach a copy of the deed restriction. _____

The above information, to my knowledge and belief, is true and correct.

Signature(s) of Owner(s)
State of Texas §
County of Dallas §
Before me, _____, on this day personally
appeared _____ known to me or proved
to me on the oath of _____ or through _____
_____ (description of identity card or other
document) to be the person whose name is subscribed to the foregoing
instrument and acknowledged to me that he executed the same for the
purposes and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200__

My Commission Expires _____
Notary Public in and for the State of Texas

Signature(s) of Applicant(s)
State of Texas §
County of Dallas §
Before me, _____, on this day personally
appeared _____ known to me or proved
to me on the oath of _____ or through _____
_____ (description of identity card or other
document) to be the person whose name is subscribed to the foregoing
instrument and acknowledged to me that he executed the same for the
purposes and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200__

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SPECIFIC USE PERMIT CHECKLIST
REQUIREMENTS FOR FILING A PETITION

- ☐ One completed checklist (*this form*)
- ☐ One completed application form, typewritten or legibly printed, signed by the owner of the subject property or an authorized agent and by the applicant; both signatures must be notarized.
- ☐ Be sure to include:
 - ☐ Total site acreage
 - ☐ Present zoning
 - ☐ Existing use of subject property and nature of existing improvements.
 - ☐ Detailed description of the proposed use of the property
 - ☐ Availability to water, sewer, and storm sewer facilities
- ☐ Consent Form
- ☐ One copy of the legal description.

Metes and bounds descriptions should include a copy of the perimeter survey, drawn to scale.

-or-

Recorded subdivision legal description that includes lot number and subdivision name, and attach a copy of the plat map (plat maps are available from the Dallas County Real Property Records).
- ☐ Four (4) sets of the site plan drawings (collated and stapled) 24” x 36”, one copy of each sheet of the site plan set reduced to 11” x 17”, **and one cd with all drawings in PDF format.**
- ☐ Completed Findings of Fact. For assistance in completing this form, consult the information insert titled “Preparing Your Findings of Fact.” Staff will not be able to assist you in completing this form.
- ☐ Traffic Impact Analysis form, when requested (must be completed by City Traffic Engineer prior to submitting Specific Use Permit application).
- ☐ Completed Plan of Operation.
- ☐ Non-refundable filing fee (see table below). Checks must be made payable to the “City of Farmers Branch.”

Specific Use Permit Application Fee	
Less than 5 acres	\$350
5 to 10 acres	\$400
Greater than 10 acres	\$500

- ☐ Contact person to be notified to provide additional information, and to receive written staff comments and report:

Name (print): _____

Address: _____

_____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

All forms must be typewritten or legibly printed.



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INSTRUCTIONS FOR COMPLETING AN APPLICATION

The applicant must complete all forms prior to submission. Incomplete applications will not be docketed for hearing.

Address: If the subject property has an address, list address. If the property does not have an address, identify street property fronts and distance to nearest cross street.

Case Number: The Division of Planning will provide the case number, upon the submission of a completed application.

Applicant Information: Identify by name the person(s) or company requesting the site plan approval and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above.

Owner Information: Identify by name any person(s) or company that owns the subject property, and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above. If the applicant and owner are same, write "same as applicant."

Legal Description: If the subject site is part of a lot or an unplatted tract of land, submit a metes and bounds description with a copy of the perimeter survey drawn to scale. If the subject property is a legally platted lot, submit the legal description and attach a copy of the plat map.

Zoning Information: List the existing zoning classification(s).

Land Use Statement: Indicate existing use of the site (i.e. restaurant, office, residence, etc); existing improvements on the site (i.e. buildings, garages, etc); detailed description of the proposed use; and the purpose of the request.

Deed Restrictions: To check if the site has any deed restrictions call the Index and Deeds Division of the Dallas County Clerk's Office at (214) 653-7275.

Other Information:

- Call planning staff at (972) 919-2546, if further assistance is required.
- Unless otherwise scheduled, the Planning and Zoning Commission hearings are generally held every second and fourth Monday of the month, in the Council Chambers, beginning at 7:00 p.m. City Council hearings are generally held every first and third Tuesday of the month, in the Council Chambers, beginning at 6:00 p.m. Hearing dates are subject to change.
- Prior to filing, the petitioner is encouraged to contact and discuss infrastructure-related improvements of proposal with the Department of Engineering, Department of Public Works, and the Fire Department. See attached list of agencies for contact information.
- Providing incorrect information on the application may result in delays and the application may be revoked.
- Further information may be obtained from the Planning Division link on the City of Farmers Branch website at www.farmersbranchtx.gov



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CONSENT FORM

Note: If there is more than one property owner, make copies of this form for each property owner.

The undersigned, _____, being the owner of the property commonly known as _____, hereby authorizes _____ to file land development applications necessary for the aforementioned address.

This consent shall:

- ☐ Remain in effect until revoked by a statement filed with the Division of Planning of the Department of Community Services.
- ☐ Remain in effect until _____.

Property Owner

Date

STATE OF TEXAS §
COUNTY OF DALLAS §

BEFORE ME, _____, on this day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 200_____.

My Commission Expires: _____

Notary Public in and for the State of Texas



Application for Specific Use Permit

GUIDELINES FOR PREPARING SITE PLAN

Each site plan should include the following items:

A. Cover Sheet (show the following):

1. Date of submittal
2. Project title and street addresses
3. Property owner, address, telephone number
4. Designer(s) company name, address, telephone number (include same for planner, architect, landscape architect, and engineer)
5. Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
6. Site location map that clearly indicates the precise location of the tract (5"x5" minimum size)
7. Related case numbers (zoning/site plan/subdivision)
8. Table of contents (list of all drawings)

B. Site Plan (separate sheet)

1. The following information shall be included on each 24"x36" sheet:
 - a) Project title
 - b) North arrow
 - c) Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
 - d) Designer(s), Company name, addresses, and telephone number
 - e) Boundary lines with bearings and dimensions
 - f) City limit line, when located near the site
 - g) Street address
2. The site plan shall also contain the following information:
 - a) Boundary of all zoning districts on or near the site; all existing adjoining land uses
 - b) Location of all buildings and other physical features within 50 feet of site
 - c) Finished floor elevations
 - d) In tabular form, indicate the following information about the site:
 - i) Total area of site
 - ii) Total floor area ratio
 - iii) Total impervious cover in square feet
 - iv) Percentage of site covered by impervious cover
 - v) Total building coverage
 - e) Show location of existing and proposed parking areas, vehicle use areas, loading docks landscape islands and medians, amenities, walls, fences, sidewalks, pedestrian sidewalk ramps, and all other land improvements
 - f) Label all roadway and proposed right-of-way dedications, drives, overpasses, bridges, culverts, and pavement materials
 - g) Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
 - h) Location of all existing and proposed fire hydrants, including all existing public fire hydrants located within 500 feet of the property boundaries
 - i) Existing or proposed garbage pickup location(s), screening material, color, and dimensions
 - j) Location of all existing and proposed water, sanitary sewer, and storm water lines
 - k) Location of existing drainageways and significant natural features, and the impact(s) of proposed improvements
 - l) In tabular form indicate the following information for each building:
 - i) Proposed use and the gross square footage for each use within the structure
 - ii) Number of stories
 - iii) Height of building
 - iv) Finished floor elevation(s)
 - v) Foundation type
 - vi) Total gross square footage for building and for each floor
 - m) Distance between buildings and all building setbacks
 - n) Width of all unobstructed access roadways, including firelanes, with appropriate finish grades, widths, lengths, turnarounds, and turning radii (T-section, hammerhead, cul-de-sac)
 - o) All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
 - p) All driveway dimensions and design specifications, driveway curb return radii, and profile of finished grades
 - q) Proposed operation of driveways on site plan (i.e. one-way, two-way operation), identifying and labeling all physical barriers to vehicular access
 - r) Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations

- s) Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
- t) Indicate number of required and proposed off-street parking spaces (standard and handicapped), dimension parking stall width and depth, stall angle, aisle width, and width of internal driveway; number each parking space; show turning radii and ramp grades in parking garages
- u) Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicate by dotted lines, or shade pattern or other identifiable legend)
- v) Queue spaces or queuing area for drive-through uses
- w) Mailbox and/or dropoff box (i.e. shipping, movie return, etc.) location

C. Elevations (separate sheet)

1. Building elevations (all sides) showing all design features, building materials, color, and texture
2. Note the calculation for the percentage of masonry on the entire structure – masonry calculations include the total exterior walls, excluding doors and windows.
3. Location, dimensions, type (e.g. ground, pylon, pole, wall), material, and color scheme of all signs on the site, existing or proposed; include separate elevations of proposed sign structures with all dimensions drawn to a scale to legibly exhibit details of the signs.

D. Landscape Plan (separate sheet)

Note: The Landscape Plan should include the site plan base information.

1. A landscape plan is required for all projects. The following items should be indicated on the plan:
 - a) Location, caliper, type, and crown size of all existing trees 8” in diameter or larger on site
 - b) Landscape islands or medians
 - c) Specific location, species, size (height and caliper) at planting and quantities of new trees
 - d) Specific location, species, container size and spacing of new shrubs, ground covers, and grasses
 - e) Planting details and specifications for installation of new plant materials

E. Drainage Plan (separate sheet)

Note: The Drainage Plan should include the site plan base information.

1. Sufficient information to reflect the existing conditions prior to the proposed development is to be shown:
 - a) Drainage area map including contributing drainage areas to storm sewer and/or inlet tie-ons
 - b) Drainage area maps for offsite contributing areas passing through site existing impervious cover, including buildings, structures, etc.
 - c) Delineation of the centerline of waterways, and the average water surface elevation of lakes, ponds, and stream contours at two-foot intervals
2. Sufficient information to reflect the developed conditions of the proposal is to be shown:
 - a) Developed drainage areas and proposed grading with two foot contours
 - b) Curbs, retaining walls, and other structures (indicate elevations at critical points on driveways, curbs, etc.)
 - c) Direction of flow from building roofs, gutters
 - d) Stormwater lines and inlets
 - e) The following notes must appear on the Drainage Sheet:
 - i) Upon completion of the proposed site improvements, and prior to the release of the Certificate of Occupancy by the Department of Community Services, the design engineer shall certify in writing that the proposed detention and filtration facilities were constructed in conformance with the approved plans
 - ii) Contractor shall call the Department of Public Works at (972) 919-2600 for utility locations prior to any work in City Easements or street right-of-way

F. Utility Plan (separate sheet)

Note: The Utility Plan should include the site plan base information.

1. The following note must appear on the Utility Sheet:
 - a) Contractor shall call the Department of Public Works at (972) 919-2600 for utility locations prior to any work in City Easements or street right-of-way
2. Indicate location and size of existing and proposed water and sewer public and private utilities on, and adjacent to the site
3. Indicate existing and proposed fire hydrants locations
4. Indicate location and size of all proposed and existing water meters and sewer service locations

Upon initial review of the above information, staff may request studies on the proposed development’s impact on traffic, drainage, environment, erosion control, water, and sewer facilities.

Please provide four (4) copies of 24x36 plans, one (1) set of 11x17 plans and 1 CD with all plans in PDF format.

Standard Site Plan Notes (If applicable)

A. General Notes

- 1. All site plan drawings shall be oriented in the same direction and shall be drawn to the same scale

B. Fire Codes

1. Fire Lanes:

- a) For details concerning the requirement, location, and enforcement of fire lanes refer to the 2000 Uniform Fire Code and City Ordinance 2968
- b) Fire lanes shall be a minimum of 24 feet in width
- c) A minimum of 14 feet of clear height shall be available for all fire lanes
- d) Fire lanes shall be constructed of an all weather driving surface having the capability to support a 60,000 pound vehicle
- e) Dead end fire lanes without approved turn around installations shall not exceed 150 feet in length
- f) All fire lanes shall have a minimum 26 foot inside radius and a minimum 50 foot outside radius

2. Fire Hydrants:

- a) Required fire hydrants and water supply lines shall be located within the dedicated utility easements
- b) When fire lane and utility easements are required, the utility easement may be located within the fire lane easement
- c) Fire hydrants shall be spaced at intervals of 300 feet along the length of the fire lanes and non-residential streets
- d) Fire hydrants shall not be located closer than 3 feet nor further than 6 feet from streets or fire lanes
- e) Looped water systems for fire hydrants supply lines are encouraged
- f) Dead end water lines shall meet the following requirements for minimum pipe sizes:
 - 1) One hydrant, maximum 150 feet 6 inches
 - 2) One hydrant, maximum 500 feet 8 inches
 - 3) One hydrant and fire sprinkler system, maximum 150 feet 8 inches
 - 4) One hydrant and fire sprinkler system, maximum 500 feet 12 inches
 - 5) Two hydrants, maximum 500 feet 12 inches
 - 6) Two or three hydrants and fire sprinkler system are not permitted on a dead end main

C. Landscaping

- 1. Approval of irrigation plan is required prior to the issuance of a building permit
- 2. All landscaped and turf areas must be irrigated by an automated system
- 3. An irrigation plan must be prepared and sealed by a licensed irrigator in the State of Texas

D. Utilities

- 1. The minimum utility easement width shall be 15 feet wide
- 2. For trash receptacles the following notes shall be included:
 - a) The sanitation container walls shall be the same color, material, and texture as the exterior walls of the proposed building and shall be installed with metal gates
 - b) Property owner is responsible for maintaining trash receptacle enclosures and adequate access and egress
 - c) Dumpster pads shall not be located in right-of-way or firelanes

E. Environmental

- 1. For developments greater than or equal to 5 acres, a copy of the Storm Water Pollution Prevention Plan (SWPPP) and a copy of the TCEQ Notice of Intent (NOI) form for construction activities shall be provided prior to issuance of a building permit.
- 2. For developments equal to or greater than one acre but less than 5 acres, or developments less than one acre but part of a larger common plan of development, a copy of the Storm Water Pollution Prevention Plan (SWPPP) for construction activities shall be provided prior to issuance of a building permit.
- 3. The City may require that the Storm Water Pollution Prevention Plan (SWPPP) be prepared by a professional engineer licensed by the State of Texas, depending on factors such as potential impacts to water quality and neighboring land uses.



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Application for Specific Use Permit

FINDINGS OF FACT

The grant of the specific use will not adversely impact the public health, safety, and welfare, because__

The grant of the specific use will not impair use and value of adjacent and nearby property, because__

The grant of the specific use is consistent with City's Comprehensive Plan, because_____



Planning & Zoning Commission of the City of Farmers Branch Application for Specific Use Permit

PREPARING YOUR FINDINGS OF FACT

It is important that you prepare your Findings of Fact properly. If your petition is granted, the Findings of Fact are adopted by the City Council as the basis for granting the petition.

If the application grant were judicially reviewed by a court of law, these findings would be primary evidence in the court's review. Therefore, the following suggestions are offered to assist in you in your preparation:

- Read each statement carefully before completing the finding. What you write after the word “because” in each of the findings must support the statement that introduces the finding.
- Be sure that you understand the statements in the Findings of Fact. For example, if you do not know what the comprehensive plan recommendation is, do not complete the finding regarding the comprehensive plan until you learn what it is.
- Do not use personal matters as reasons for findings. The findings must relate to the property, not to the petitioner.
- Check your spelling.
- Use correct grammar. When in doubt please get assistance.
- Do not use pronouns (I, she, he, we, or the possessives my, his, her, our) to describe yourself or the petitioner, i.e., the person or entity seeking the Specific Use Permit. Simply repeat the word “petitioner” or “petitioner’s”.
- You may want to consider obtaining professional assistance if you are uncertain about how to proceed.



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PLAN OF OPERATION

All non-residential uses must provide the following information with the application:

Describe proposed use _____

Indicate hours of operation of the proposed use _____

Total number of employees _____

Indicate if any storage is proposed outside the building _____

Indicate if any activity is proposed outside the building _____

Any other relevant unique information on the business or site _____



Planning & Zoning Commission of the City of Farmers Branch Specific Use Permit Application

TRAFFIC IMPACT ANALYSIS (TIA) TIA Determination Form

Note: Complete this form, attach a zoning base map with affected property identified, and submit it to the Traffic Engineer, Engineering Department, for review and determination. **After the Traffic Engineer has reviewed and initialed this form, submit this form with the Specific Use Permit application.**

Substantial changes to the proposed project will require a new TIA determination. Information received from the applicant, affected property owners, or others during the Specific Use Permit review process may warrant further investigation of traffic concerns. Should traffic concerns become a significant issue critical to the City's approval of the Specific Use Permit, traffic studies may be deemed desirable or necessary.

Name of Petitioner: _____ **Phone:** _____

Address of Affected Site:

Acreage of Site Affected: _____ acres

Proposed Use(s): _____

(e.g.: office, retail, industrial, single-family residential, apartment, etc)

Intensity of Use: _____

(e.g.: gross square feet, number of dwelling units, etc)

For Office Use Only

— A TIA is required. The consultant preparing the study must meet with the City's Traffic Engineer to discuss the scope and requirements of the study before beginning the study.

— A TIA is not required. The traffic generated by the proposal does not warrant a TIA.

Reviewed by: _____ **Date:** _____

Submit to: Traffic Engineer, Engineering Department, 13000 Wm Dodson Pkwy, P.O. Box 819010, Farmers Branch, TX 75381-9010



Planning & Zoning Commission of the City of Farmers Branch Site Plan, Specific Use Permit, Zoning Application

LIST OF CONTACTS

Early coordination and a pre-application meeting with these agencies are strongly recommended. For a pre-application meeting, call the Planning Division 972.919.2546.

For your convenience, the following is a list of agencies that will review and comment on your request:

Department	Name	Expertise	Phone Number	Fax
Community Services	Andy Gillies, AICP Planning Director	Planning	972.919.2534	972. 919.2544
	Alexis Jackson, AICP Senior Planner		972.919.2551	
	Jim Olk Building Official	Building Inspection	972.919.2533	
	Hugh Pender Plans Examiner		972.919.2550	
	Stacy Wright Dir. Environmental Health Services	Environmental Health	972.919.2539	
	Katy Evans Environmental Health Specialist	Environmental Health Stormwater/Wastewater	972.919.2537	
	Louise Maranzana Sanitarian	Food Safety	972.919.2536	
Public Works	Randy Walhood, PE Project Manager	Engineering/ drainage/ platting	972.919.2589	972. 919.2585
	Chris Harrington, SR/WA Engineering Specialist		972.919.2605	
	Natalie Davis Engineering Technician		972.919.2574	
Fire	Tim Dedear Deputy Chief, Fire Marshall	Fire codes	972.919.2574	972. 919.2675
	Scott Burke, Captain, Fire Prevention Specialist		972.919.2656	
Parks & Recreation	Texx Stewart Supervisor of Recreation	Parks/Recreation	972.919.2629	972. 919.2685
	Pam Smith Landscape Manager		972.919.2625	